

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Register of Deeds
<b>Position Title:</b>	Administrative Assistant I	<b>Pay Grade:</b>	2
		<b>FLSA:</b>	Non-Exempt
<b>Date:</b>	May 2015	<b>Reports To:</b>	Register of Deeds

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**Purpose of Position**

The purpose of this position is to perform clerical and administrative support tasks, customer service, and data entry support for the Jefferson County Register of Deeds office.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Verifies that documents received conform to the recording format requirements and processes and receipts documents.
- Addresses inquiries regarding department policies and procedures, real estate recording and vital records and provides resources.
- Records and indexes documents through electronic scanning for archiving.
- Documents requests and applicant information through State electronic recordkeeping system.
- Performs data entry.
- Receives and sorts incoming mail and outgoing packages.
- Completes special projects, as assigned.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may develop.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

N/A

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with at least one year clerical experience including data entry, basic office and bookkeeping experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Previous real estate experience preferred.

**Other Requirements**

N/A

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date